

AGENDA ITEM 12

Consider approving transfer of a Dell PC, monitor, keyboard, mouse, and speakers from Benefits to Elections.

Moved: Commissioner Boatright

Seconded: Judge Doerfler

Motion: To approve transfer of a Dell PC, monitor, keyboard, mouse, and speakers from Benefits to Elections.

Vote: 5 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE January 8, 2003

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

DISPOSED

FIXED ASSET

Quantity	Description	Model	Serial #
1	Dell PC	V400	OCKT8
1	Dell Monitor		5322DB29SP 39
1	Dell Keyboard		
1	Microsoft Mouse		
1	Speakers		

FROM (Transferor): Human Resources Dept. Benefits MD

TO (Transferee): Elections Dept.

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

[Signature]
Transferor - Elected Official/Department Head

[Signature]
Transferee - Elected Official/Department Head

approved 1-28-03
John C. Doerfler

AGENDA ITEM 13

Consider approving transfer of an Emerson VCR and Panasonic VHS from County Court #1 to auction.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve transfer of an Emerson VCR and Panasonic VHS from County Court #1 to auction

Vote: 5 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE 1-16-03

The following fixed asset is to be: (Circle one)

TRANSFERRED

SOLD

DISPOSED

DONATED

Fixed Asset:

Quantity	Description	Model	Serial #	Qty. Tag
(1)	Emerson VCR	VCR-765N	A 3008 A161-1410347	A 110492
(1)	Panasonic VHS	PR PV1231R	ASSA110381.11.1985	A10302

Transferred Asset:

FROM (Transferor): Judge Suzanne Brooks, CC#1

TO (Transferee): n/a to be sold

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

Donated Asset:

Fair Market Value: _____

FROM (Donor): _____

TO (Recipient): _____

The Donor requests that this fixed asset be added to the Recipient's inventory.

Suzanne Brooks

Transferor/Donor – Elected Official/Department Head

Transferee/Recipient – Elected Official/Department Head

approved 1-28-03
John C. Doerfler